



**MEMORANDUM**

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TO: Stephen Oliver, Chair  
Planning Commission Members

FROM: Maureen Meredith  
Planning and Zoning Department

DATE: March 21, 2017

RE: **NPA-2016-0005.04 – 500 Montopolis Drive**  
Request for Postponement by Staff

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Staff requests a postponement of the above-referenced NPA case to the **May 23, 2017** Planning Commission hearing date because the City proposes to initiate a zoning case on this property. This postponement date will allow both cases to be on the same Planning Commission agenda.